

# ***SC DEPARTMENT OF CORRECTIONS***

## ***-JOB POSTING NOTICE (EOE)-***

OPENING DATE: 08/17/16

CLOSING DATE: 08/24/16 (4:30 PM)

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SCDC INTERNAL TITLE: ACCT TECH SUPV

SCDC POSITION #: 011501

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0730 AM - 0330 PM

LOCATION: FOOD SER WHSE INVENTORY/DISTRIBUTION, COLUMBIA (RICHLAND)

STATE JOB TITLE: FISCAL TECHNICIAN II

STATE JOB CLASS: AD03

PAY BAND/LEVEL: 04 A

BAND: 04 SALARY RANGE \$ 026988 - \$ 049932 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 026988 - \$ 034866 SCEIS POSITION #: 61016871

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### MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND EXPERIENCE IN ENTRY-LEVEL

ACCOUNTING OR BOOKKEEPING. A BACHELOR'S DEGREE MAY BE

SUBSTITUTED FOR REQUIRED WORK EXPERIENCE.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE

HUMAN RESOURCES). THREE (3) YEARS OF CLERICAL ACCOUNTING OR

BOOKKEEPING EXPERIENCE. ONE (1) YEAR EXPERIENCE IN AUTOMATED

APPLICATIONS I.E, MICROSOFT WORD, EXCEL AND POWERPOINT.

### DESCRIPTION OF DUTIES:

RESPONSIBLE FOR THE PREPARATION AND ACCURACY OF ALL DOCUMENTS

PERTAINING TO THE REQUESTING, REQUISITIONING, PURCHASING, RECEIVING,

SHIPPING AND STORAGE RELATED TO THE FOOD SERVICE WAREHOUSE

DISTRIBUTION SYSTEM.